FY08-SATOP-001	**PROGRAM BULLETINS**	Effective Date: 05/27/07
☑New ☐Supersedes Info Memo No :		Number of Pages: 2

	SATOP BULLETIN				
	Subject:	SATOP Bulletins			
	SATOP Manager Signature:				
Bulletin Number: 07-01	**New:** ☑		**Revision of Previous:** ☐	**Effective Date:** 05/25/07	
Note: N/A				**Number of Pages:** 2	

1. **Affected Programs:**

   1.1. WIP, CIP, YCIP, OEP, ADEP, and SROP.

2. **Purpose:**

   2.1. The SATOP Bulletin process is developed as a means to improve communication between the Division of Alcohol and Drug Abuse and SATOP service providers regarding specific operational and procedural matters. It provides a standardized structure of documenting such communication. The intent of the design is to make it an effective resource in tracking communication as well as a means to attain a historical perspective of systematic development.

3. **Action:**

   3.1. <u>ADA Central Office</u> – bulletins will be initiated by the ADA SATOP Program Manager as needed and ADA Central Office will be responsible for the following:

      3.1.1. When a Bulletin is initiated it will be identified as being a "New" or a "Revision of Previous" bulletin.

         3.1.1.1. A bulletin identified as "New" means a previous bulletin has not been issued with the identical "Subject".

         3.1.1.2. A bulletin identified as "Revision of Previous" means a previous bulletin has been issued with the identical "Subject". This type of bulletin replaces the bulletin it revised in its entirety. It will include a note that specifically identifies the bulletin replaced.

3.1.2.   Bulletins are not considered valid until approved by the Division as indicated by the ADA SATOP Program Manager signature.

3.1.3.   Bulletins will be issued electronically via email.

3.1.4.   An ADA SATOP Bulletin Index will be maintained. An updated index will be included with each bulletin issued.

3.2. <u>SATOP Provider</u> – should keep the ADA SATOP Program Manager or their respective Program Specialist informed of the need for clarification of SATOP related issues.

3.2.1.   Maintain a file of all SATOP bulletins issued.

3.2.2.   Disseminate bulletin information to applicable agency staff, help staff maintain familiarity of current information and indoctrinate new staff to the bulletin process.

4. End of Bulletin